

# Butte County Children and Families Commission

## Funding Policy Manual\*

### FUNDING POLICIES:

- Capital Improvements Policy
- Competitive Grant Eligibility Policy
- Vehicle Purchase Policy
- Ongoing Small Grant Policy for Child Care
- Grant Lapse Policy
- Multiple Small Grant Applications Policy
- Real Property Purchase Policy
- Multiple Year Grant Policy
- Competitive Grant Funding Limit Policy
- Supplanting Policy
- Special Funding Proposal Policy

\*Grant applicants should also review the Letter of Intent and Request for Proposal Guidelines

**BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION**

**202 Mira Loma, Oroville, California 95965**

**POLICY AND PROCEDURE No. 03-007**

**CAPITAL IMPROVEMENTS POLICY**

**POLICY:** The Commission will not fund capital improvements affixed to **private real property**.

**PURPOSE:** Certain capital improvements will not be funded.

**EFFECTIVE DATE** January 16, 2004

Adopted on January 16, 2004, in Oroville, California

# **BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION**

**202 Mira Loma, Oroville, California 95965**

## **POLICY AND PROCEDURE No. 03-008**

### **COMPETITIVE GRANT ELIGIBILITY**

**POLICY:**

Those persons or organizations who may apply for competitive grants are:

Individuals, groups, government agencies, religious organizations, non-profits and for-profit organizations may apply and may submit separate proposals for separate programs.

Collaborative (multi-agency) proposals: A lead agency must be identified; the lead agency will be responsible for the performance of subcontractors and shall sign the contracts.

**PURPOSE:**

This policy lists those who may apply for competitive funding grants.

**EFFECTIVE DATE:** January 16, 2004

Adopted on January 16, 2004, in Oroville, California

# **BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION**

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## **POLICY AND PROCEDURE No. 03-009**

### **VEHICLE PURCHASE POLICY**

Narrative: Grants for vehicles must meet certain requirements for funding

**POLICY:** The Commission will consider requests for funds to purchase vehicles if the propose, in addition to demonstrating need, demonstrates cost-effectiveness.

Cost –effectiveness includes consideration of the following factors:

Proposer or community contributions toward the cost of the vehicle,  
Consideration of alternatives to purchasing (i.e. leasing or sharing), and  
Planned geographic and time utilization of the vehicle.

**EFFECTIVE DATE:** January 16, 2004

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# **BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION**

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## **POLICY AND PROCEDURE No. 03-010** **Ongoing Small Grant Policy for Child Care**

**Narrative:** Small-grants up to \$1,000.00 may be awarded to licensed childcare sites for a specified list of purposes.

**POLICY:** Small-grants up to \$1,000.00 may be awarded to licensed early childhood educators for the following purposes:

Accreditation Support – Upon approval of the Commission, the costs of curriculum materials, equipment, and other goods or services needed for accreditation may be included in the small-grant request. Applicants applying for this purpose must submit to the Commission proof of measurable progress toward accreditation.

Liability Insurance – Grants may be awarded to pay the cost of liability insurance for new (open less than two years) family childcare providers.

Increase Capacity – Grants may be awarded to serve additional children up to age 6, to start a child care business for children up to age 6, to enhance the quality of child care for children up to age 6, and/or to increase capacity of underserved and special needs populations under age 6.

These small grants will be awarded using the guidelines of the Special Funding Proposal Policy, and monies will be awarded out of those funds which are allocated annually by the Butte County Children and Families Commission.

**EFFECTIVE DATE:** January 16, 2004

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# **BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION**

**202 Mira Loma, Oroville, California 95965**

## **POLICY AND PROCEDURE No. 03-011**

### **Grant Lapse Policy**

**Narrative:** A grant award will automatically lapse if the grantee has not completed specified pre-contractual contingencies within 90 (ninety) days; absent special permission from the Commission chair.

**POLICY:** Grantees who are selected by the Commission to receive a grant through the competitive grant process must meet the required contingencies, enter into a contract and commence performance within 90 (ninety) days of full execution of the contract, or the grant award shall automatically become null and void. An additional 45 (forty-five) day extension may be granted, within the discretion of the Program Manager, for good cause shown. Applicants who are denied an extension may appeal in writing to the Program Manager, who will consult with the Chair of the Commission and respond within 10 (ten) days of receipt of the appeal. In no case will a delay in commencement of performance extend the contract beyond the time contemplated in the proposal.

**EFFECTIVE DATE:** January 16, 2004

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# **BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION**

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## **POLICY AND PROCEDURE No. 03-012**

### **Multiple Small-Grant Applications**

**Narrative:** An individual or agency may apply for one small-grant per fiscal year for the same project, unless the Commission specifically finds extraordinary circumstances.

**POLICY:** Any individual or organization that has been awarded a small-grant from the Commission in the current fiscal year is ineligible to apply again for the same project until the next fiscal year, unless the Commission specifically finds there are extraordinary circumstances. The Commission's fiscal year runs from July 1 through June 30.

**EFFECTIVE DATE:** January 16, 2004

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# **BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION**

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## **POLICY AND PROCEDURE No. 03-013**

### **Real Property Purchase Policy**

Narrative: Grants may not be used for the purchase of real property, because of the difficulty in ensuring the public funds continue to be used for the public purposes for which they were intended.

POLICY: The Commission will not fund competitive grants for the purchase of real property.

EFFECTIVE DATE: January 16, 2004

Adopted on January 16, 2004, in Oroville, California

# **BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION**

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## **POLICY AND PROCEDURE No. 03-014**

### **Multiple Year Grant Policy**

Narrative: Grants may be for one to three years, within certain limits.

**POLICY:** Competitive grants contracts will be for up to one year unless the Commission designates otherwise. Proposers may request contract terms up to three years. If the Commission awards a two- or three-year grant, each year's award after the first year is contingent upon:

The availability of funds,

A finding by the Commission that the grantee has successfully achieved the results outlined in the evaluation plan; and,

A finding by the Commission that the grantee has met all other contract requirements.

**EFFECTIVE DATE:** January 16, 2004

Adopted January 16, 2004, in Oroville, California

# **BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION**

**202 Mira Loma, Oroville, California 95965**

## **POLICY AND PROCEDURE No. 03-016**

### **Competitive Grant Funding Limit**

Narrative: This policy sets out a general rule that the same project will not be funded for more than three years; unless the Commission finds that extraordinary circumstances exist.

POLICY: The Commission will normally fund competitive grants for the same services or project for up to three years, in one or more grants. The Commission may find that exceptional circumstances exist to justify funding in a fourth or subsequent years, based on a justification included in the applicant's Letter of Intent. The burden of proving exceptional circumstances is on the proponent of the project.

Currently funded Grantees may request a one year extension for any remaining funds at the end of the third year contract through a letter of request that includes a financial report that indicates funds spent and remaining funds, new objectives and budget for the requested extension.

Currently funded Grantees in the third year of funding may participate in competitive grant processes only to **expand** the currently funded grant objectives or propose a totally new project. They may not participate in the competitive grant process to expand current objectives if they will be requesting a one year extension.

EFFECTIVE DATE: January 16, 2004

Adopted on January 16, 2004, in Oroville, California

# **BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION**

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**202 Mira Loma, Oroville, California 95965**

## **POLICY AND PROCEDURE No. 03-017**

### **Supplanting Policy**

Supplant is defined as “. . . to take the place of...to replace by something else.” In contrast supplement is defined as “. . .something added to complete a thing, supply a deficiency, or reinforce or extend a whole...to complete, add to, or extend by a supplement.” Revenue and Taxation Code Section 30131.4 identifies the specific manner in which moneys raised by Prop 10 shall be appropriated and expended. It not only requires that expenditures must be for the purposes expressed in the Act, but that such moneys “shall be used only to supplement existing levels of services and not to fund **existing** (emphasis added) levels of services. No moneys in the California Children and Families Trust Fund shall be used to supplant state or local General Fund money for any purpose.”

The definitions of “supplement” and “supplant” as used in section 30131.4 are straightforward; it is clear that the intent of the Act is that no moneys expended are to be used to take the place of any existing funding that currently exists for any purposes. Moneys collected by Prop 10 are to be used to add to existing levels of services that currently exist to supplement those levels, or to create new programs.

It is with that understanding that the Butte County Children and Families Commission, in the Strategic Plan, Section 8, Funding Allocation Guidelines, clearly states that “In compliance with California Revenue and Taxation Code section 30131.4, Trust Fund monies will be used only to supplement existing levels of service. No monies from the Children and Families Trust Fund will be used to supplant state or local General Fund money for any purpose.” This standard shall be memorialized in this policy.

### **POLICY:**

In compliance with California Revenue and Taxation Code section 30131.4, Trust Fund monies will be used only to supplement existing levels of service. No monies from the Children and Families Trust Fund will be used to supplant state or local General Fund money for any purpose. Nor shall those funds be used to supplant services being provided through private agency or business funding.

Any grantee, partner, or contractor who is found to be using Prop 10 monies in a manner which violates this policy, the Butte County Children and Families Commission’s Strategic Plan, the intent of the Children and Families First Act of 1998, or the California Revenue and Taxation Code section 30131.4, may be liable for the loss of funding or the reimbursement of funding received, through the Butte County Children and Families Commission.

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**PURPOSE:**

The purpose of this policy is to publicize and to assure public recognition that while Prop 10 monies may be used to supplement projects; they may not be used to supplant funding for already existing projects.

**EFFECTIVE DATE:** January 16, 2004

**PROCEDURES:**

All persons, parties, agencies, or businesses that file a formal or informal request for funding, within or outside of the regular funding cycle shall receive a copy of this policy.

Each of those persons, parties, agencies, or representative of businesses, will sign a letter of acknowledgement of receipt of this policy. (Attached to this Policy)

If funding is granted, the grantee shall submit a budget that defines the funding of the proposed activities, positions and costs to be paid through the use of Commission monies to be disbursed according to the grant awarded. This budget shall objectively demonstrate the cost-effectiveness and overall efficacy of the grantee's services and that those services and use of Prop 10 monies comply with the requirements of the Commission and to ensure accountability of funds.

At such time as Commission staff learns that there is a possibility that Prop 10 monies are being used to supplant (definition above) previous or existing funding, a letter shall be sent to the grantee, requesting budget and fiscal documentation regarding the use of Funds. That letter shall be sent to the grantee within ten days of staff becoming aware that there may be a supplantation issue.

The grantee must respond to the letter of inquiry within ten days of receipt. The letter will be considered as received within fifteen days of mailing. Failure to respond to the letter will cause payments of all claims to be withheld until a response is received.

Commission staff will follow up on the response to the inquiry through a telephone call and visit to the grantee in an effort to clarify expenditures and possible supplantation.

As soon as Commission staff makes a determination, that no supplanting has taken place, claims will be reimbursed as is appropriate. If there is sufficient reason to believe that the issue of supplantation exists, that information will be taken to the Program Manager, and within ten days an informal Hearing will be held. Those present at the informal Hearing will be the Program Manager and/or his/her designee, the grantee and/or his/her designee, and a member of the Commission staff who will take notes and be responsible for notifying the grantee of the results of the Hearing. Any decision made during the informal hearing will be final unless an appeal is made to the full Commission.

Funding may be terminated upon the decision of the full Commission, and action may be taken to cause the grantee to reimburse the Butte County Children and Families Commission Trust Fund for those monies that were used inappropriately.

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Butte County Children and Families Commission  
Supplanting Policy No. 04-017

Adopted on January 16, 2004, in Oroville, California

# **BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION**

**202 Mira Loma, Oroville, California 95965**

## **Supplanting Form**

Not all applicants must fill out this form. However, Health & Safety Code section 30131.4 provides, in part, that Proposition 10 funds shall be used only to supplement existing levels of service and not to fund existing levels of service. It further provides that no money in the Commission's trust fund shall be used to supplant state or local General Fund money for any purpose.

**YOU MUST COMPLETE THIS FOR IF:** your organization received monies from state or county governments in the last 12 months and these funds used to support the services (or very similar services) for which you are seeking funds in this application. If this is true, complete the questions below.

1. Description of services that were funded by state, or county in the last 12 months.  
☐ The exact services that are described in this application.  
☐ Similar services to those described in this application. If so, please describe similarities/differences:  
\_\_\_\_\_  
\_\_\_\_\_
2. Check all that apply: These services were funded with:  
☐ State of California funds (Name of funding: \_\_\_\_\_)  
☐ County of Butte funds (Name of funding: \_\_\_\_\_)
3. Total amount of funding that was used to support these services: \_\_\_\_\_
4. Check One: This funding was:  
☐ Reduced (List amount of reduction: \_\_\_\_\_)  
☐ Discontinued  
☐ Used to start or support a new or different program in our agency  
☐ Other. Explain here:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Check True Statements: The services that were funded by these monies:  
☐ Are no longer available in Butte county  
☐ Are still provided by our agency, but are reduced in scope  
☐ Are now provided by another entity, wholly or in part (List entity: \_\_\_\_\_)  
☐ Other. Explain here:  
\_\_\_\_\_  
\_\_\_\_\_
6. Do you have evidence to support that the state or county monies, which were available in the last 12 months to support the activities described in the proposal, have not been redirected to provide other services or programs by your agency?  
☐ Yes ☐ No  
If yes please submit this evidence with your application. If no, this proposal cannot be considered for funding.

**CERTIFICATION: The above statements are true and correct, to the best of my knowledge.**

\_\_\_\_\_  
Authorized signatory for the organization (Director or Fiscal Officer)

\_\_\_\_\_  
Date

Name and Title: \_\_\_\_\_

This signed form will become part of the contract, if the proposal is funded.

# **BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION**

**202 Mira Loma, Oroville, California 95965**

## **POLICY AND PROCEDURE No. 03-001**

### **SPECIAL FUNDING PROPOSAL POLICY**

#### **POLICY:**

Funding disbursements will go out to bid in the funding allocation categories according to the Strategic Plan, except when circumstances justify a sole source or targeted disbursement. The Commission will also consider California First 5 – State Commission matching funds initiatives and other local proposals outside the formal bid process if there is sufficient evidence of alignment with the Strategic Plan and there is a compelling reason why funds are requested sooner than the next competitive bid timeline. Local organizations requesting funds outside the formal bid timeline must submit a proposal to the Commission, which addresses each item listed in the Special Funding Proposal Criteria.

#### **CRITERIA:**

The proposal must include a project description indicating how it will advance specified Strategic Plan outcomes and objectives, which benefit children ages 0-5 and their families.

The proposal must indicate the project's target population including how many children ages 0-5 and their families will receive services.

The proposal must indicate how project results will be tracked and measured for success.

The proposal must indicate a compelling reason why the funds are requested sooner than next competitive bid timeframe.

The proposal must indicate a track record of significant success serving children ages 0-5 and their families.

The proposal must include a scope of work, budget, and timeframe for service delivery.

**EFFECTIVE DATE:**                      January 17, 2003

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PROCEDURES:

The Administration Committee will review written (10 page maximum) special funding proposal submitted to the Commission within a self-determined timeframe and make recommendations to the full Commission for approval or denial. The Commission cannot guarantee a specific timeframe for the decision-making process on proposals submitted outside the formal competitive bid process.

Adopted on January 17, 2003, in Oroville, California